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MEMORANDUM

TO : Chief, Personnel Division (c) DATE 17 October 1951
Administrative Officer, Non-Security Cleared Pool
Administrative Officer, Training Division
Administrative Officer, OEO
Administrative Officer, OPC

FROM : Finance Division

SUBJECT: Travel Expense and Per Diem Payments to New Employees.

1. Attached is a proposed procedure for the processing and payment of travel and per diem vouchers of new employees. In our opinion this subject warrants the immediate attention of all concerned. At this time it is a matter of considerable frustration to new employees who are understandably reluctant to complain to their employers.

2. We believe the solution to this problem is the assumption of specific administrative responsibility for each individual. Such responsibility may rest with the Personnel Division, Pool Administrators, or the Office of Assignment. However, the individual should not find it necessary to seek out and relate to a travel auditor the financial problems he will encounter if payment of his voucher is delayed. In many instances the individual's authorization for travel payment or per diem may not have been received, he is uncertain of his office of assignment and in any event, the travel auditor is not the proper person to administer his affairs.

3. The volume of such cases has reached a point where individual handling is not practicable. Accordingly, we recommend the attached procedure or an acceptable alternative. Since the new employees first official contact with the Agency is with the Personnel Processing Officials, we also recommend that the Personnel Division (c) assume initial administrative responsibility and that there be specific understanding when such responsibility is transferred.

4. It is requested that representatives of the addressees meet with 25X1A [redacted] of the Finance Division in Room 2024 "L" Building at 10:00 AM on Monday, October 22 to discuss this matter and to consider the proposed procedure.

25X1A
[redacted]
Acting Chief, Finance Division

Attachment

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